

## **SAFIS HIGHLIGHTS**

### **What is SAFIS?**

The Standard Atlantic Fisheries Information System, or SAFIS, is an electronic reporting system that has been developed by the Atlantic Coastal Cooperative Statistics Program (ACCSP) and the National Marine Fisheries Service (NOAA Fisheries), in conjunction with many state partners on the East Coast.

### **How Can SAFIS Benefit Seafood Dealers?**

SAFIS provides seafood dealers an online form that satisfies multiple state and federal reporting requirements. SAFIS also allows dealers to view their current reports with confidential access, protecting personal information.

### **Minimum Computer Requirements**

1. High-speed Internet access (i.e. DSL or Cable)
2. Microsoft Internet Explorer Version 6.0 or higher. You can check your version by checking your browser's Help menu and selecting About.
3. A minimum of 128KB available random access memory (RAM). We suggest 512KB of RAM. Check your Control Panel's Settings or System icon to see the amount of RAM you have available.
4. We recommend that your computer run Windows 98, 2000, or XP.

## **JInitiator and The Security Certificate**

In order for SAFIS to work properly, users will need to either download JInitiator and the Security Certificate to their computers from the SAFIS website or copy files from the CD.

*What is JInitiator?*

JInitiator is a program that allows users to run SAFIS from an internet browser.

*What is the Security Certificate?*

The Security Certificate is a file that is stored on your computer that allows information to be securely exchanged between the user's computer and the SAFIS application. The certificate allows the user's computer to recognize the SAFIS host, and vice versa. Once the identity is recognized, a secure connection is established between the two.

*What will loading these items onto my computer do?*

JInitiator and the Security Certificate will probably be saved to your computer's Program Files directory. Loading these items onto your computer will not change your computer's configuration. They will be used only in conjunction with SAFIS and will not enable MA DMF or anyone else to view information on your computer.

## Necessary Transaction Information

Information or data elements to be collected for each transaction and entered into SAFIS are as follows:

- ***Date purchased*** – Date the marine species was purchased. If you are a fisherman acting as your own dealer, this would be the date landed.
- ***Date landed*** – Date the marine species was landed (brought to port).
- ***Fisherman name*** – The name of fisherman who sold the marine species as it appears on the state commercial fishing permit. Dealers must not purchase any marine species from fishermen who do not possess a state commercial permit issued by DMF. In order to sell any marine product in Massachusetts, a fisherman must have a state commercial permit whether that fisherman has a federal permit or not.
- ***DMF ID Number*** – The number which appears on the state commercial fishing permit to the left of the expiration date. This is not to be confused with the DMF permit number which is a 4-digit number also appearing on the permit to the left of the DMF ID number. The ID number uniquely identifies the permit, and it is important that this number is recorded with each transaction.
- ***Port landed*** – The port or town where the marine species was landed (brought to port). If caught from shore, list the town in which the marine species was landed.
- ***Vessel name*** – Enter the name of the vessel if the marine species was caught from a vessel. Enter N/A if caught from shore.
- ***VTR #*** - Most federally permitted vessels must complete a Vessel Trip Report (VTR) when landing their catch. Each VTR contains a unique number and this number must be recorded by all dealers when buying from a federally permitted vessel which requires a VTR.
- ***Gear Type*** – The gear used to catch or harvest the marine species. See the gear type reference table enclosed.
- ***Species*** – The marine species purchased.
- ***Grade*** – The grade of the marine species purchased if applicable.
- ***Market category*** – The market category of the marine species purchased if applicable.
- ***Harv area*** – For shellfish harvested in MA territorial waters, the designated shellfish growing area of the shellfish purchased. See the shellfish reference table enclosed. See also the list of shellfish harvest areas or refer to the harvest areas on the DMF website.
- ***Unit*** – The unit of measure (pounds, bushels, pieces, etc.) of the marine species purchased.
- ***Disposition*** – The disposition or intention of the marine species purchased. See the disposition reference table enclosed.
- ***Amount*** – The quantity of marine species purchased at the unit specified.
- ***Price per unit*** – The price per unit paid for the marine species purchased.

## Using SAFIS Online

1. Click on the Internet Explorer icon to initiate the Internet browser.
2. Once the Internet Explorer opens, the Internet home page (the default page that appears whenever you access your Internet browser) will appear.
3. Locate the address bar at the top of the screen.
4. Place the cursor in the address bar and type in the SAFIS website address <http://safis.accsp.org> in the address bar and press the “Enter” key on the keyboard or click the “Go” button to the right of the address bar.

## Logging into SAFIS

1. Once the user has entered the SAFIS website address, click on the Users Log-in link, this will open the SAFIS application (See screen shot below).
2. Place the cursor in the white box under the word “Username” on the top left side of the screen.
3. Enter the username and password given to you by the Division of Marine Fisheries.

Window  
SAFIS Version 1.5a

Username  
Password  
Go  
Enter  
Save  
Edit  
Delete  
Complete  
View  
Favorites  
Reports  
Home  
Sys Admin  
Contact Log  
File Upload  
Lic. Transf...  
Exit SAFIS

Past  
Msg

SAFIS Help  
Web Pages  
About SAFIS  
Functions

Please enter your username and password then click GO to enable all functions

Record: 1/1

## Using SAFIS

1. Once you enter your username and password, you will see the Massachusetts SAFIS home page and will be ready to submit reports.
  - a) Click “Enter” on the left side of the page.
  - b) To enter transactions, select the Dealer Reports option and click “Continue.”
  - c) To submit negative reports, select Negative Reports and click “Continue.”

## Using SAFIS Data Entry Form

Once you have selected the SAFIS Data Entry Form option, you may enter information by clicking on the “Enter” button in the menu on the left side of your screen.

1. Select the type of report you would like to create.
2. Enter information into the fields (See screen shot below). For more information on entering information into the fields in the form, please refer to the Data Entry Demo, which can be accessed from the SAFIS homepage (<http://safis.accsp.org/demo.htm>). To run the demo, select the Quick Demo option from the menu on the left side of the screen. Then select the Data Entry button on the bottom of the demo page.
3. Once your information is entered into the form, click the “Save” button in the menu on the left side of the screen to save your information. The system will inform you if you are missing any required information. Once the transaction is saved, a confirmation number will be provided for your records.

Standard Atlantic Fisheries Information System

Window

SAFIS Version 1.5a

**Dealer Information**

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: MA Zip: \_\_\_\_\_ Dealer Fed #: \_\_\_\_\_ Report Batch #: \_\_\_\_\_

**Purchases From Fishing Vessels and/or Fishermen**

Fisherman: \_\_\_\_\_ State License #: \_\_\_\_\_ Confirmation #: \_\_\_\_\_

Port Name: \_\_\_\_\_ Date Landed (MM/DD/YY): \_\_\_\_\_ Time (HH:MM): \_\_\_\_\_ Vessel Fed Permit #: \_\_\_\_\_

Dt. Purchase (MM/DD/YY): \_\_\_\_\_ No Vessel: ☐ Vessel: \_\_\_\_\_ VTR Serial #: \_\_\_\_\_

**Species Selection Tree**

- Species
  - Alewife
  - Bluefish
  - Bonito, Atlantic
  - Butterfish
  - Clam, Northern G
  - Clam, Ocean Gu
  - Clam, Razor, Atl
  - Clam, Soft
  - Clam, Surf
  - Clam, Unc
  - Cod, Atlantic

Species	Grade	Category	Unit	Disposition*	Gear*	Qty	Price	Dollars
BLUEFISH	ROUND	UNKNOWN	LB	FOOD				
CLAM, NORTHERN G	LIVE	CHERRY	CN	FOOD				
CLAM, NORTHERN G	LIVE	CHOWDER	LB	FOOD				
CLAM, NORTHERN G	LIVE	LITTLE NECK	CN	FOOD				
CLAM, SOFT	LIVE	UNKNOWN	LB	FOOD				
LOBSTER, AMERICAN	CULLS (AM	UNKNOWN	LB	FOOD				
LOBSTER, AMERICAN	LIVE	LARGE	LB	FOOD				
LOBSTER, AMERICAN	LIVE	MEDIUM (SELECT	LB	FOOD				
LOBSTER, AMERICAN	LIVE	JUMBO	LB	FOOD				
OYSTER, EASTERN	LIVE	UNKNOWN	CN	FOOD				
SCALLOP, BAY	MEATS (BIV	UNKNOWN	MP	FOOD				
SCALLOP, SEA	MEATS (BIV	UNGRADED	MP	FOOD				

**You Are Entering Dealer Reports for:** \_\_\_\_\_

**Total Units:** \_\_\_\_\_ **Total Dollars:** \_\_\_\_\_

Fisherman for this set of landings. Selection list for frequently-used Fishermen.

Record: 1/1

### Additional Instructions for Shellfish Transaction Entry


For shellfish harvested in MA territorial waters, the designated shellfish growing area of the shellfish purchased must be entered with the transaction in SAFIS. See the list of [shellfish harvest areas](#) and the [shellfish species](#) for which this is required.

This information is entered after the Dollars column in the transaction (See screen shot below). Enter the area or pick from the list.

**Standard Atlantic Fisheries Information System**

Window

SAFIS Version 1.5a



**SAFIS**  
Username  
PASSWORD  
Password  
\*\*\*\*\*

### Dealer Information

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: MA  
Zip: \_\_\_\_\_ Dealer Fed #: \_\_\_\_\_  
Report Batch #: \_\_\_\_\_

### Purchases From Fishing Vessels and/or Fishermen

Massachusetts Confirmation # 857200

Fisherman \* UNKNOWN, UNKNOWN State License # \* 999999  
Port Name \* ACUSHNET  
Date Landed(MM/DD/YYYY)\*\* 05/15/05 Time(HH/MM) \_\_\_\_\_ Vessel Fed Permit # \*  
Dt. Purchase(MM/DD/YYYY) 05/15/05 No Vessel ☐ USCG/St Reg # \* MS9999  
Vessel \* UNKNOWN  
VTR Serial # \_\_\_\_\_  
\* CNTRL-L for list of valid values or double-click mouse  
\*\* Double-click mouse to default date landed, purchase, and time

Species Selection Tree	Species	Grade	Market Category	Unit	Disposition*	Gear*	Qty	Price	Dollars	Area Fished	Sub-Area Fished
- Alewife	LOBSTER, AMERICAN	LIVE	UNKNOWN	LB	FOOD	RAKES					
- Bluefish	CLAM, SOFT	LIVE	UNKNOWN	BU	FOOD	RAKES					
- Bonito, Atlantic											
- Butterfish											
- Clam, Northern Qu.											
- Clam, Ocean Qu.											
- Clam, Razor, Atl.											
- Clam, Soft											
- Live-Unknown											
- Live-Unknown											
- Meats (Bivalve)											
- Meats (Bivalve)											

You Are Entering Dealer Reports for:

Total Units: Total Dollars:

Reported Quantity - in the selected Unit of Measure

Record: 2/2

## Using SAFIS Negative Reports

1. Click on the “Enter” button on the left-side of the main screen.
2. Click on the “Negative Report” button on the report options screen and press “Continue.”
3. Select whether you would like to enter a negative report for a single day or for a range of dates (See screen shot below).
4. Enter the range of dates if you select that option and click on the “Save Negative Reports” button.
5. Confirmation numbers will appear for each date where a negative report was recorded.

Standard Atlantic Fisheries Information System

NEGATIVE\_REPORTS

Enter Negative Reports | View Negative Reports

Entering Negative Reports For:

How would you like to enter reports?

☒ SINGLE DAY Single Day: 04/20/2006 Calendar

☐ RANGE

Save Negative Reports

Exit

Date of Negative Report	Explanation/Description	Confirmation Number

Single Date, format MM/DD/YYYY, to enter a Negative Report.

Record: 1/1

\*\* If you need additional help with data entry questions, please contact the MA DMF at 978-282-0308 ext. 117.